

APPLICATION FOR ETHICAL APPROVAL

RESEARCH STUDENTS

This form is to be completed by the student within **SIX** months for full-time students and **TWELVE** months for part time students, after the commencement of the research degree or following progression to Part Two of your course.

Once complete, submit this form via the ***MyTSD Doctoral College Portal*** at (<https://mytsd.uwtsd.ac.uk>).

This document is also available in Welsh.

RESEARCH STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk, with the title 'Ethical Approval' followed by your name.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

Please read the notes for guidance before completing ALL sections of the form.

This form must be completed and approved prior to undertaking any research activity. Please see Checklist for details of process for different categories of application.

SECTION A: About You (Principal Researcher)

1	Full Name:	Katie Lynne Truman-Williams			
2	Tick all boxes that apply:	Member of staff:	☐	Honorary research fellow:	☐
	Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student

3	Institute/Academic Discipline/ Centre:	WAPPAR
4	Campus:	Carmarthen
5	E-mail address:	katie.Evergreen@icloud.com

6	Contact Telephone Number:	07969450006
For students:		
7	Student Number:	
8	Programme of Study:	MA Professional Practice (Voice Pedagogy)
9	Director of Studies/Supervisor:	Louise Emanuel / Julie Crossman / Debbie Winter / Mod 6 Supervisor

SECTION B: Approval for Research Activity

1	Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☐
					Date
2	If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☐		
Institute Research Committee		☐			
Other (write in) WAPPAR Ethics Board Representative		☒			

SECTION C: Internal and External Ethical Guidance Materials

	Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, location-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines. You may add rows to this table if needed.	
1	UWTSD Research Ethics & Integrity Code of Practice	☒
2	UWTSD Research Data Management Policy	☒
3	<i>[List any other relevant documents here]</i>	☐

SECTION D: External Collaborative Research Activity

If there are external collaborators then you should gain consent from the contact persons to share their personal data with the university. If there are no external collaborators then leave this section blank and continue to section E.

1	Institution	
2	Contact person name	

3	Contact person e-mail address					
4	Is your research externally funded?	YES	☐	NO	☐	
5	Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
6	Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
7		Employed	YES	☐	NO	☐
8	Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)?	If YES then the permission question below does not need to be answered.	YES	☐	NO	☐
9	Has permission to undertake the research has been provided by the partner organisation?	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☐

Where research activity is carried out in collaboration with an external organisation

10	Does this organisation have its own ethics approval system?	YES	☐	NO	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation (this may be a copy of an email if appropriate).					

SECTION E: Details of Research Activity

1	Indicative title:	Reframing Choral Diction Standards: The impact of Genre Authenticity and Accent Awareness within Choral Conducting Strategies.			
2	Proposed start date:	Feb 10th, 2026	Proposed end date:	October 1st 2026	
Introduction to the Research (maximum 300 words per section) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the points below: <i>Purpose of Research Activity</i> <i>Proposed Research Question</i> <i>Aims of Research Activity</i> <i>Objectives of Research Activity</i> Demonstrate, briefly, how <u>Existing Research</u> has informed the proposed activity and explain <i>What the research activity will add to the body of knowledge</i> <i>How it addresses an area of importance.</i>					

3	Purpose of Research Activity This project will explore the potential impact, with regards to leading effective choral rehearsals, the use of a newly developed accent aware pedagogical framework (AAPF) may have within the conducting community. This framework has been developed following a synthesis of current literature on choral diction best practice, as well as a body of literature on genre authenticity and developments in accent strategies used in leading UK acting programmes. It recognises that choral diction pedagogy is currently outdated and there is a direct need to update best practice guidelines for choral conductors - especially those working in non-classical genres. After providing structured training for participants, each would be given time to teach repertoire using this framework within their rehearsal settings. After a set time period, participants would be able to reflect on the impact the AAPF may have had on their ability to teach and perform choral music with specific interest in diction, genre authenticity, performance standards, and accent awareness within their choral settings.
4	Research Question To what extent does utilising an accent aware pedagogical framework (AAPF) impact the planning, delivery, and efficacy of choral rehearsals from the perspective of the choral conductor?
5	Aims of Research Activity To better understand how receiving training in the AAPF may impact the way choral conductors approach accents, diction, genre authenticity, and performance standards within their own conducting practice.
6	Objectives of Research Activity To gather insights from working choral conductors on the perceived impact using an accent aware pedagogy may have had on their planning, delivery, and performance standards of choral music. To summarise current literature on this topic and justify the development of the AAPF. To use insights gained from this research to make considered improvements and adjustments to the accent aware pedagogical framework. To potentially justify the development of a new choral diction textbook.
	Proposed methods (maximum 600 words) Provide a brief summary of all the methods that may be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed. You do not need to justify the methods here, but should instead describe how you intend to collect the data necessary for you to complete your project.

7	Using a Pragmatic Based Research model, I will be conducting mixed-methods research. Triangulation: I will use four methods for gathering data, and compare them for consistencies and commonalities with regards to participant experiences. 1) Literature Review: An exploration of the current academic literature relevant to choral diction best practices and rehearsal approaches. 2) Questionnaire: A series of multiple choice and short answer questions related to the AAPF. This questionnaire will be taken at the beginning of the research, and again, after participants have used the framework within their choral settings. The short answer questions will be analysed using coding and thematic analysis. Multiple Choice questions will be analysed using descriptive statistics to analyse quantitative data. 3) Focus Group: Participants will be invited to explore their thoughts with regards to learning the AAPF, after attending the training seminar and prior to engaging with the AAPF within their choral settings. Data will be analysed using coding and thematic analysis. 4) Interview: At the end of the study, participants will be invited to attend a debrief. This semi-structured interview will provide insights into the participants experiences of using the AAPF within their choral rehearsals, and reflect on any potential impacts it may have had. Data will be analysed using coding and thematic analysis.
	Location of research activity Identify all locations where research activity will take place.
8	The research will be conducted online via zoom and email, and potentially in person at a suitable venue for delivering training.
	Research activity outside of the UK If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants. If you live in the country where you will do the research then please state this.
9	N/A

10	Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	☒
		YES	☐
11	If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with the current data protection law of the country in question and that of England and Wales.		

	Does your research relate to one or more of the seven aims of the Well-being of Future Generations (Wales) Act 2015?	YES	NO
12	A prosperous Wales	☐	☒
13	A resilient Wales	☐	☒
14	A healthier Wales	☐	☒

15	A more equal Wales	☐	x
16	A Wales of cohesive communities	☐	x
17	A Wales of vibrant culture and thriving Welsh language	☐	x
18	A globally responsible Wales	☐	x
19	If YES to any of the above, please give details:		

SECTION F: Scope of Research Activity

	Will the research activity include:	YES	NO
1	Use of a questionnaire or similar research instrument?	x	☐
2	Use of interviews?	x	☐
3	Use of focus groups?	x	☐
4	Use of participant diaries?	☐	x
5	Use of video or audio recording?	x	☐
6	Use of computer-generated log files?	x	☐
7	Participant observation with their knowledge?	x	☐
8	Participant observation without their knowledge?	☐	x
9	Access to personal or confidential information without the participants' specific consent?	☐	x
10	Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	x
11	Performance of any acts which may cause embarrassment or affect self-esteem?	☐	x
12	Investigation of participants involved in illegal activities?	☐	x
13	Use of procedures that involve deception?	☐	x
14	Administration of any substance, agent or placebo?	☐	x
15	Working with live vertebrate animals?	☐	x
16	Procedures that may have a negative impact on the environment?	☐	x
17	Other primary data collection methods. Please indicate the type of data collection method(s) below.	☐	x
	Details of any other primary data collection method: (this box should expand as you type)		

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

If there are no participants then do not complete this section, but go directly to section H.

	Who are the intended participants:	YES	NO
1	Students or staff at the University?	☐	x
2	Adults (over the age of 18 and competent to give consent)?	x	☐
3	Vulnerable adults?	☐	x
4	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	x
5	Prisoners?	☐	x
6	Young offenders?	☐	x
7	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	x
8	People engaged in illegal activities?	☐	x
9	Others. Please indicate the participants below, and specifically any group who may be unable to give consent.		
	Details of any other participant groups: (this box should expand as you type)	☐	x

Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?		
10	How many participants are expected?	Ideally 2-6 participants
11	Who will the participants be?	Choral Conductors who undertake a minimum of one rehearsal a week during term time with an established community choir.
12	How will you identify the participants?	As a Choral Conductor, I will use my connections within the Choral Community. I am a member of the Associated Board of Choral Directors and also belong to the Bristol Choral Conductors Community Group. Each participant will be invited to engage with all aspects of data collection.

	Information for participants:	YES	NO	N/A
13	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	x	☐	☐
14	Will you tell participants that their participation is voluntary?	x	☐	☐
15	Will you obtain written consent for participation?	x	☐	☐
16	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	x	☐	☐
17	If the research is observational, will you ask participants for their consent to being observed?	☐	☐	x
18	Will you tell participants that they may withdraw from the research at any time and for any reason?	x	☐	☐
19	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	x	☐	☐
20	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	x	☐	☐
21	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	x	☐	☐
22	If NO to any of above questions, please give an explanation			

	Information for participants:	YES	NO	N/A
24	Will participants be paid?	☐	x	☐
25	Is specialist electrical or other equipment to be used with participants?	x	☐	☐
26	Are there any financial or other interests to the investigator or University arising from this study?	☐	x	☐
27	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	x	☐
28	If YES to any question, please provide full details			
	If the seminar takes place in person, the researcher will use their Password Protected iPad Pro to video record the session, and to run a powerpoint presentation. There may be TV/Projector equipment on site to aide in this as well. If this training session is done online, there this technology will be used remotely, and the participant will attend the session using their own computer technology.			

SECTION H: Anticipated Risks

	Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them. If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.		
1	Full risk assessment completed and appended?	Yes	☐
No		x	

2	Risks to participants For example: sector-specific health & safety, emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information	
	Risk to participants: I will be recording and storing data from the questionnaires, focus groups, and interviews, including dialogue. There is risk of some personal data being disclosed. There is also potential that participants may experience emotions of anxiety or upset during the process of discussing experiences in detail. There is risk of participants hurting themselves whilst undertaking vocal exercises during the training session. There is risk of participants injuring themselves on site, should the seminar take place in-person <i>(this box should expand as you type)</i>	<i>How you will mitigate the risk to participants:</i> I will mitigate this risk by ensuring I use a code for all participants and by having the data stored on a password secured computer only I have access to. Participants will be told prior to the commencement of the study that they may wish to withdraw at any time, should they wish. This will be mitigated by ensuring all participants are provided with suitable gentle warm-up exercises before any singing takes place, and will be reminded that they are welcome to withdraw from the study at any time. They are also welcome to observe the training and opt out of singing. Any venue chosen for an in person seminar will have an up to date risk assessment to ensure it is a safe environment for holding the seminar in person. Should the researcher struggle to find a suitable venue, the seminar will take place via zoom.
3	If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities	
	N/A	
4	Risks to the investigator For example: personal health & safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest	

	Risk to the investigator: There may be emotional distress when learning about participants' experiences There is risk that I may injure myself whilst singing/demonstrating during training There is risk of the researcher injuring themselves on site, should the seminar take place in-person. <i>(this box should expand as you type)</i>	<i>How you will mitigate the risk to the investigator:</i> I can mitigate this risk by being aware of it, and seeking appropriate support if required. I can ensure that I provide myself ample opportunity to warm up before any singing takes place. Any venue chosen for an in person seminar will have an up to date risk assessment to ensure it is a safe environment for holding the seminar in person. Should the researcher struggle to find a suitable venue, the seminar will take place via zoom. <i>(this box should expand as you type)</i>
5	University/institutional risks For example: adverse publicity, financial loss, data protection	
	Risk to the University: The risk to the university will be of data protection. There is risk of damaging the University's reputation. <i>(this box should expand as you type)</i>	<i>How you will mitigate the risk to the University:</i> This will be mitigated by all data being coded, to ensure anonymity and securely stored in my computer which has a password and is only accessed by myself. All data will be destroyed at the end of the project. Reputational risk will be minimised through compliance with University policies, ethical guidelines, and legal requirements. Participant confidentiality and data security will be maintained at all times. Reporting and dissemination will be accurate, responsible, and aligned with University procedures. Any issues or adverse events will be escalated promptly through established governance channels. <i>(this box should expand as you type)</i>
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems	
	Risk to the environment: I do not anticipate any environmental risks. <i>(this box should expand as you type)</i>	<i>How you will mitigate the risk to environment:</i> N/A <i>(this box should expand as you type)</i>

	Disclosure and Barring Service			
	If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
7	Does your research require you to hold a current DBS Certificate?	☐	☒	☐

8	If YES, please give the certificate number. If the certificate number is not available please write "Pending"; in this case any ethical approval will be subject to providing the appropriate certificate number.	
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SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
	I will provide my contact details to the participants and offer for them to email me, should they like a copy of the report. This email will be set-up specifically for the sole use of the researcher project. I will send them a copy of the report upon request. <i>(this box should expand as you type)</i>
2	Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.
	I will inform all participants prior to giving formal consent via email and give details of their time involvement and what information I am seeking and its purpose. I will send a formal consent form via email for them to sign. <i>(this box should expand as you type)</i>
3	Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.
	I will use a code for each participant, the key to which will be stored in a password secured file on my computer. I will not name participants. <i>(this box should expand as you type)</i>

SECTION J: Data Protection and Storage

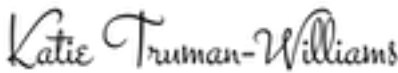
Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	YES	NO
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1	“Personal data” means any information relating to an identified or identifiable natural person (‘data subject’). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Any video or audio recordings of participants is considered to be personal data.	x	☐
If YES, provide a description of the data and explain why this data needs to be collected:			
2	Personal data that will be collected includes the personal email addresses and names of the participants, the signed consent forms, the questionnaires, the audio recordings and transcripts of the focus group and interviews. <i>(this box should expand as you type)</i>		
Does it involve special category data (as defined by the GDPR)?		YES	NO
3	“Special category data” means sensitive personal data consisting of information as to the data subjects’ – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),	☐	x
If YES, provide a description of the special category data and explain why this data needs to be collected:			
4			

	Will data from the research activity (collected data, drafts of the thesis, or materials for publication) be stored in any of the following ways?	YES	NO
5	Manual files (i.e. in paper form)?	☐	x
6	University computers?	☐	x
7	Private company computers?	☐	x
8	Home or other personal computers?	x	☐
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	x	☐
10	“Cloud” storage or websites?	x	☐
11	Other – specify:	☐	x
12	For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of backup procedures, password protection, encryption, anonymisation and pseudonymisation:		
	All data will be kept in a password protected cloud storage on the university’s Office 365 system which will not be shared. Audio data will be transcribed and shown to all participants to check for accuracy of reporting. Any USB sticks used to store or transfer data will be password protected. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in the password protected folder. <i>(this box should expand as you type)</i>		

19	Use of data management system?	☐	x
20	Data archiving?	☐	x
21	If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and Data Protection Act (2018) (and any international equivalents, where appropriate): All data will be encrypted and kept on a password protected cloud storage on the University's Office 365 system and will not be shared. Any USB sticks used to store or transfer data will be password protected. All data transfers will be encrypted and password protected. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in a password protected folder. The data will be stored for the duration of the project and then deleted. In accordance with the DPA2018, participants will have the right to ask to see what data is held relate to them, and this data will be deleted immediately should the participants request this. In this instance, the data will not be used in the project. <i>(this box should expand as you type)</i>		
22	List all who will have access to the data generated by the research activity: Myself (Principal Researcher) and Mod 6 Supervisor <i>(this box should expand as you type)</i>		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity: Myself (Principal Researcher) <i>(this box should expand as you type)</i>		
24	Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not. All data will be kept in a password protected cloud storage on the University's Office 365 system which will not be shared. Any USB sticks used to store or transfer data will be reformatted to destroy all data. The data will be held for the duration of the project and then immediately deleted. <i>(this box should expand as you type)</i>		
25	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i> N/A <i>(this box should expand as you type)</i>		
26	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	x
27	Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	YES	x

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants. In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice which is published on the website: https://www.uwtsd.ac.uk/research/research-ethics/		
1	Signature of applicant:	
		Date: Jan 23 2026

For STUDENT Submissions:

2	Director of Studies/ Supervisor:		Date:
3	Signature:		

For STAFF Submissions:

4	Academic Director/ Assistant Dean:		Date:
5	Signature:		

Checklist: Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (where appropriate)
☐	I have attached a full risk assessment (where appropriate) ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Academic Director.

RESEARCH STUDENTS ONLY

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RESEARCH STAFF ONLY

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